

ARTICLE 23
JOB CLASSIFICATIONS AND EVALUATIONS
AND WORKING OUT OF CLASSIFICATION

PART A. JOB CLASSIFICATIONS AND EVALUATIONS

Section 1. Classifications.

The Employer shall not institute any proceedings to effectuate change in any job classifications in the bargaining unit without a thirty (30) day prior notice to the Association, and/or without holding a special conference thereon.

Section 2. Job Evaluation.

- a. It shall be required that every employee holding any job position that substantially deviates from the normally prescribed job duties of such employee's rank be required within ninety (90) days to submit a reallocation evaluation to the Personnel Office indicating any substantial additions or deletions to his/her job duties, including a recommendation that such job should or should not be reallocated to a higher job classification. Such reallocation evaluation shall be forwarded to the Michigan Department of Civil Service for action.
- b. It shall be the responsibility of the Department to identify such jobs as may fall within the previously mentioned guidelines. However, that shall not prevent the Association from locating and identifying such jobs to the Department. Upon such identification, an evaluation will be undertaken, including a complete job description to be submitted by the employee(s) filling such job position within a ten-day period and at a minimum two additional job status reports at ninety-day intervals.
- c. For positions within the bargaining unit, if it is determined that a job position wherein the employee is regularly performing duties and responsibilities substantially greater than his/her normal job description, requires a person of higher job classification, then the person presently holding the position shall be paid the appropriate compensation for the previous work performed and removed; and no employee within the bargaining unit holding a job position which is later reallocated to a higher classification within the bargaining unit shall be certified to the higher classification unless that employee is certified by the Civil Service Commission as qualified for the higher classification.
- d. For positions outside the bargaining unit, if it is determined that such job positions wherein the employee is regularly performing duties and responsibilities substantially greater than his/her normal job

description, requires a person of a higher job classification, then the person presently holding the position shall be paid the appropriate compensation for the previous work performed. When the position is outside the bargaining unit (i.e., supervision), the employee shall be removed from the higher classification or may be advanced to the higher classification if the employee is certified by the Civil Service Commission as qualified for the higher classification.

- e. Any and all grievances regarding the enforcement of this Part shall be appealed through procedures established by the Michigan Department of Civil Service and not through the grievance procedure of this Agreement.
- f. In the implementation of this Section, the parties encourage the Michigan Civil Service Commission to only certify employees who are within the promotional/certifiable range as qualified for any higher classification.

PART B. WORKING OUT OF CLASSIFICATION

Section 1.

Should an employee be temporarily assigned by the Employer to perform substantially all of the duties and responsibilities of a higher rank for more than five (5) consecutive work days such employee shall then be paid, the minimum rate presently paid to those employees working in the higher rank, or, ten (10) cents per hour more than the employee's regular rate, whichever is higher, for any additional days in the higher rank for the balance of the assignment. However, this provision is not applicable to employees who are on voluntary light-duty assignment.

Section 2.

It is the intent of the Employer that persons will not regularly be worked out of class for less than five (5) days, then replaced by another employee, and then worked for another less than five (5) days. Working out of class is intended to be temporary. It is not the intent to have a permanent assignment filled temporarily by working employees out of class for less than five (5) day periods for the purpose of avoiding payment at the higher rate.